IT Unit 4

Topic 2

# Information management

**Importance of data & information to organisations** (Informatics, p 247)

1. Distinguish between data & information.
2. How is information used in an organisation?
3. What are the qualities of data required for effective decision-making? Elaborate on each of the following qualities:
   1. Complete information
   2. Timely information
   3. Accurate information
   4. Unbiased information
      1. Bias through sorting
      2. Bias through graphics
   5. Clarity of the message

**Goals & objectives of organisations & information systems** (Informatics, p 249)

1. What is the purpose of a strategic plan?
2. What is the purpose of a mission statement? How does it differ from a vision statement?
3. Distinguish between goals & objectives.
4. Give examples of different goals for businesses as opposed to non-profit organisations.
5. List some common goals of an organisation.

**Information Systems: (p 251)**

1. What is an information system? What is its overall purpose?
2. What is a system goal?
3. List three basic goals of an information system. Use an example to explain how they can help an organisation achieve its goals.